



U.S. Mission to Bridgetown, Barbados, the Eastern Caribbean, and the OECS

VACANCY ANNOUNCEMENT NUMBER: 15-032

OPEN TO: All Interested Candidates/All Sources

POSITION: USAID Human Resources (Travel) Assistant

OPENING DATE: December 28, 2015

CLOSING DATE: January 8, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-08/1 – BDS\$81, 290.00 (Offer will depend on salary history)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bridgetown, Barbados is seeking eligible and qualified applicants for the position of Human Resources (Travel) Assistant, in the USAID Section.

BASIC FUNCTION OF POSITION:

With supervision and guidance from the USAID Supervisory Executive Specialist, the incumbent is expected to serve as Human Resources (Travel) Assistant with primary focus on personnel support, travel management and day to day administrative activities for both Barbados and Guyana-based USAID Mission personnel. The incumbent will be the recognized resident point of contact on personnel and travel matters ensuring USAID Mission staff is informed of current policies/procedures governing these services and implementing best practices. The position requires the incumbent to be a dynamic self-starter and have strong organizational, communication and interpersonal skills. With the ever-increasing prominence of the USAID Mission's portfolio, administrative management demands are expected to increase in volume and expand in breadth. The incumbent will, therefore, be required to exhibit maximum flexibility in day-to-day activities and responsibilities in order to adapt quickly to change. In addition, the position will require an individual able to work effectively under pressure with minimal oversight and direction. Due to the level of responsibility that accompanies this position, integrity, honesty, discretion, sound judgment and strict attention to detail are critical attributes required of the incumbent.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Two or more years of post-secondary schooling in Business Administration or related field, or equivalent to US junior college or community college diploma, is required.
2. **EXPERIENCE:** The incumbent is required to have worked a minimum of four (4) years of specific and progressively responsible experience in the field of administrative management support. Prior work experience and knowledge of office management/administrative best practices and procedures is required.
3. **LANGUAGE:** Fluent written and oral proficiency (Level 4) in English is required. Given the nature of the position, effective written and oral communications are critical

4. SKILLS AND ABILITIES: The ability to work effectively in a multi-cultural team environment is required. The incumbent must be able to work calmly, tactfully, and effectively under pressure and to manage multiple activities at once. Effective administrative and interpersonal skills, strong customer service orientation, good organizational skills, utmost discretion and impartiality in dealing with all levels of Mission personnel are required. Must be able to provide training, advice and support to U.S. Direct-Hire, U.S. Personal Services Contractor(s) and Host-Country Colleagues on administrative and operational procedures. Ability to handle issues with tact and professionalism. Ability to identify, analyze and implement the most efficient solutions in a timely manner. Skills in database management and record keeping are desirable. Required to have good oral and written communication skills. Strong computer skill is required.

5. JOB KNOWLEDGE: The incumbent should be fully proficient in administrative best practices with sufficient tact and diplomacy to manage in a dynamic and fast-paced environment.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://barbados.usembassy.gov/vacancies2.html> and/or by contacting the Human Resources Office (246) 227-4342.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Non-Sensitive security clearance.

5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (**Form DS-174**), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, language test scores, work and/or residency permits, CSME skills certificate).

WHERE TO APPLY:

Human Resources Office Human Resources Office, Bridgetown, Barbados-
Telephone: (246) 227-4342 or (246) 227-4014.
Mailing Address: U.S. Embassy, Wildey Business Park, Wildey, St. Michael,
Barbados BB,14006
FAX Number: (246) 227-4048
E-mail Address: BridgetownHR@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and

- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Drafted: CRivera – HRA

Cleared: MHunte – HRS

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USAID EASTERN AND SOUTHERN CARIBBEAN

INTER-AGENCY POST EMPLOYEE DESCRIPTION
HUMAN RESOURCES (TRAVEL) ASSISTANT

BASIC FUNCTIONS OF POSITION

With supervision and guidance from the Supervisory Executive Specialist, the incumbent is expected to serve as Human Resources (Travel) Assistant with primary focus on personnel support, travel management and day to day administrative activities for both Barbados and Guyana-based Mission personnel. The incumbent will be the recognized resident point of contact on personnel and travel matters ensuring Mission staff is informed of current policies/procedures governing these services and implementing best practices. The position requires the incumbent to be a dynamic self-starter and have strong organizational, communication and interpersonal skills. With the ever-increasing prominence of the Mission's portfolio, administrative management demands are expected to increase in volume and expand in breadth. The incumbent will, therefore, be required to exhibit maximum flexibility in day-to-day activities and responsibilities in order to adapt quickly to change. In addition, the position will require an individual able to work effectively under pressure with minimal oversight and direction. Due to the level of responsibility that accompanies this position, integrity, honesty, discretion, sound judgment and strict attention to detail are critical attributes required of the incumbent.

MAJOR DUTIES AND RESPONSIBILITIES

PERSONNEL SUPPORT (40%)

Maintain Official Personnel Employee Files and Reporting

- Maintain and safeguard the official personnel files; ensure all documents are handled appropriately, in a timely manner and in accordance with the Agency's Records Management and Disposition Regulations.
- Administer the Mission's electronic personnel system of record (WebPASS Post Personnel or other system as approved by Agency)
- Maintain staffing pattern data for all employees (FSN, USPSC, TCNPSC, USDH, other) and ensure data is current and accurate.
- Prepare annual and other reports as required for personnel management including but not limited to, Capital Security Cost Sharing, Annual Attestation, and Executive Agency Personnel Systems (EAPS).

Recruitment Process and Contract Administration

- Coordinate with Mission supervisors and Regional Executive Office to ensure job descriptions are current and accurate and clearly define organizational relationships.
- Train and guide employees and supervisors on classification standards and requirements using the current USAID position classification system.
- Liaise with the Regional Executive Office Human Resources Section for all classification actions.
- Ensure all documents and requirements are complete before proceeding with any recruitment. Prepare recruitment advertisements for posting. Supervise the pre-screening of all applications, work with the Regional Executive Office to set-up the interview panel and process and coordinate with Embassy HR to schedule appointments for prospective candidates.
- Ensure reference checks are completed. Arrange security and medical clearances after contract negotiation. Prepare and distribute letters to unsuccessful candidates.

- Assist in orientation of new staff.
- Assist with the preparation of new contracts, contract modifications and related actions, including obtaining necessary clearances and signatures for proper distribution.
- Coordinate with Regional Executive Office, Embassy personnel and the National Finance Center (NFC) on all personnel actions including but not limited to service increases, promotions and any other adjustments to employee status.
- Serve as liaison with Embassy Regional Security Office (RSO) and prepare necessary documentation for renewal of badges, clearances, background investigations, name checks and the like.

Performance Management and Improvement Tracking System

- Responsible for oversight of the Mission's performance evaluation process, including ensuring supervisors take action appropriately and in a timely manner.
- Provide accurate advice on the required policies, procedures and forms necessary to effectuate a successful evaluation process.
- Keep track of employee rating summary and follow-up on any areas identified as needs improvement or unsatisfactory; providing guidance on appropriate tools and resources for managing performance.

Mission Awards System

- Manage the Mission's awards program including administration of the Awards Mission Order and coordination of the various award mechanisms offered at the Mission, Embassy and Agency level.
- Serves as Mission point of contact on award opportunities and procedures.
- Contribute to preparations for award ceremonies including the preparation of vouchers and award certificates.

Mission Training

- Manage the Mission's training program including administration of the Training Mission Order and coordination of the Mission's Training Committee.
- Serve as Mission Training Coordinator and keep abreast of training opportunities to share with the wider Mission.

TRAVEL MANAGEMENT (40%):

- Mission point of contact on all aspects on official travel with the ability to guide, direct, train, interpret and seek proactive solutions with the Regional Executive Office to effectively manage the high volume of travel required to sustain programs and operations within the Mission's twelve-country geographic purview.
- Coordinate all official travel for Mission personnel, including Mission Director, temporary duty travel and Mission Invitational Travel.
- Work closely with each traveler to prepare accurate travel authorizations and travel vouchers.
- Manage all Open Authorizations and monitor for funding needs.
- Advise Mission staff on post policies regarding official travel, USG travel regulations, airline regulations and host government rules and practices when applicable.
- Work closely with Mission Administrative Assistant(s) and ICASS Travel Management Center to coordinate necessary arrangements for reservations, hotel bookings, local transportation for official travel.
- Advise employees of entitlements and restrictions on a wide variety of travel situations, including but not limited to home leave and transfer, direct transfer, rest and recuperation, medical evacuation, emergency visitation, invitational travel, educational travel, and separation travel.
- Ensure rapid emergency action for medical evacuation travel (MEDEVAC) and emergency visitation travel cases on short notice.
- Reconcile monthly statement of the Mission's Travel Card.

- Maintain Official Travel Files.
- Review and process completed files for close-out.
- Work closely with ICASS Travel and ICASS Shipping regarding un-accompanied Baggage (UAB) and House-hold Effects (HHE) for arriving or departing employees.
- Use judgment and diplomacy while applying regulations to specific cases
- Respectfully and tactfully handles customer needs.

VOUCHER PROCESSING AND COORDINATION (10%)

- Responsible for timely and accurate receipt, processing and disbursement of all Mission invoices; ensuring payments are made in timely manner and include all relevant supporting documentation .
- Serve as Mission subject matter point of contact on the ASIST paperless voucher system and train users accordingly.
- Serve as main point of contact with the Dominican Republic regional support platform Controller Voucher Section for all ASIST processed vouchers; follow up reconciliation as needed.
- Serve as Mission main point of contact with Embassy Budget and Finance Office for all administrative vouchers process on Mission behalf through ICASS.
- Coordinate and tracks all Bill of Collections with the Regional Controller in Santo Domingo.

OTHER DUTIES AS ASSIGNED (10%)

- As necessary, serves as principle backstop and alter ego to the Mission's Supervisory Executive Specialist for routine and daily actions. Delegation of duties may occur from time to time; specifically during any absence of the Supervisory Executive Specialist.
- Serves as the Mission's Trafficking in Persons (TIP) point of contact.
- Performs one off tasks which may be required at the request of Mission staff.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education: Two or more years of post-secondary schooling in Business Administration or related field, or equivalent to a US junior college or community college diploma, is required.

Prior Work Experience: The incumbent is required to have worked a minimum of four (4) years of specific and progressively responsible experience in the field of administrative management support. Prior work experience and knowledge of office management/administrative best practices and procedures is required.

Post Entry Training: The incumbent is expected to possess the necessary technical training and administrative skills and abilities required to perform the administrative responsibilities required of the position. Post entry training will, therefore, be focused primarily on Agency-specific policies, procedures and regulations.

Language Proficiency: Fluent written and oral proficiency (Level 4) in English is required. Given the nature of the position, effective written and oral communications are critical.

Required Knowledge: The Incumbent should be fully proficient in administrative best practices with sufficient tact and diplomacy to manage in a dynamic and fast-paced environment.

Skills and Abilities: The ability to work effectively in a multi-cultural team environment is required. The incumbent must be able to work calmly, tactfully, and effectively under pressure and to manage multiple activities at once. Effective administrative and interpersonal skills, strong customer service orientation, good organizational

skills, utmost discretion and impartiality in dealing with all levels of Mission personnel are required. Must be able to provide training, advice and support to U.S. Direct-Hire, U.S. Personal Services Contractor(s) and Host-Country Colleagues on administrative and operational procedures. Must be able to handle issues with tact and professionalism. Must be able to identify, analyze and implement the most efficient solutions in a timely manner. Skills in database management and record keeping are desirous. Must have good oral and written communication skills. Strong computer skill is a must.

POSITION ELEMENTS

Supervision Received: The Human Resources (Travel) Assistant is supervised by the Supervisory Executive Specialist who will establish work objectives and conduct the annual performance appraisal. The incumbent will, however, be expected to use his/her own initiative to prioritize assignments and to follow through with minimal guidance in order to meet established deadlines and objectives.

Available Guidelines: The incumbent is required to master office and Agency-specific policies and procedures, which govern office management and administrative support services. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall administrative activities within the Mission.

Exercise of Judgment: The employee will handle most work independently and in accordance with established Mission and/or Agency policies and guidelines, sound judgment is critical to the successful performance of the job. The incumbent will be required to use initiative, judgment, and exercise discretion and patience. The incumbent is required to follow and adhere to the Agency's Code of Ethics and Conduct.

Authority to Make Commitments: The incumbent will have no independent authority to make any resource commitments on behalf of the Mission or the U.S. Government.

Nature, Level and Purpose of Contacts: To effectively function in this position, the incumbent will be required to establish and maintain solid, and mutually respectful working relationships with all categories of office, Mission and Embassy personnel.

Supervision Exercised: Supervision of other USAID staff is not contemplated.

Time Required to Perform Full Range of Duties after Entry into the Position: One year (12 months).